



## MEMORANDUM

**TO:** Superintendents, Principals, Directors of Special Education and Data Managers)

**FROM:** Dr. Molly Chamberlin, Director of Data Collection, Analysis and Reporting  
Dr. Dawn McGrath, Coordinator of Special Education

**DATE:** February 5, 2010

**SUBJECT:** Reporting Special Education Initial Evaluation Data for Indicators 11 and 12

The Indiana Department of Education (IDOE) has been collecting data on evaluation timelines for many years through the IEM system managed by the CODA Project. This year, the initial evaluation information will be submitted through the STN Application Center using the **DOE-EV** collection.

On an annual basis, all school corporations will be required to submit this year-to-date file covering any initial evaluation activity from the time of receiving parental consent to the date of the case conference committee meeting where the educational evaluation report is used to determine eligibility.

For school corporations in corrective action for Indicators 11 and 12, this collection will be required for the first time on **May 1, 2010**. For all school corporations including those submitting in May, **this collection will be required annually every July, beginning July 1, 2010.**

The number of fields required for this submission has been reduced substantially compared to the number of fields required in previous collections. Each corporation need only report the school number, STN, grade level, legal settlement, referral date, timeline, date of case conference, eligibility determination, service start date (if coming from First Steps), and reason for missed deadlines. To view the data collection layout and supporting documentation, please visit the STN Home page at <http://www.doe.in.gov/stn/>.

A WebEx meeting will be held on February 25, 2010 at 11:00 A.M. Watch for more information to be posted on the STN Listserv.

For answers to any questions related to this collection, please email [stn\\_support@doe.in.gov](mailto:stn_support@doe.in.gov) or contact Michael Craciunoiu at [craciuno@doe.in.gov](mailto:craciuno@doe.in.gov) or 317-232-9161.